

## RECORDS RETENTION SCHEDULE

Key # 15941

## STATE RECORDS PROGRAM

(1) DEPARTMENT- BOARD OR COMMISSION Department of Toxic Substances Control		(2) AGENCY BILLING CODE 082000		(3) PAGE 1 OF 21 PAGES	
(4) DIVISION/BRANCH/SECTION Human Resources		(5) ADDRESS 1001 I Street, 21st floor Sacramento, CA 95814			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been schedules. [Complete boxes (9)-(12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13)-(16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13)-(16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER DTSC 08-04	(10) SCHEDULE DATE 5/30/2008	(11) NUMBER OF PAGES 20	(12) CUBIC FEET (Total Schedule) 178
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER DTSC 99-03	(14) APPROVAL NUMBER 99-234 <i>no</i>	(15) APPROVAL DATE(S) 12/18/00	(16) PAGE NUMBER(S) REVISED entire schedule
(17) MISSION/FUNCTIONAL STATEMENT Please see attached. <i>pages</i>					
<b>PART I - AGENCY STATEMENTS</b>					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 48, Remarks.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS Diane Pardue <i>[Signature]</i>		(19) TITLE <i>Acting Chief</i>		(20) PHONE NUMBER <i>322-0276</i>	(21) DATE SIGNED <i>10/6/02</i>
(18) SIGNATURE Jim Marxen <i>[Signature]</i>		(19) TITLE <i>Deputy Dir</i>		(20) PHONE NUMBER <i>324-6544</i>	(21) DATE SIGNED <i>10-6-02</i>
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE - RECORDS MGMT. ANALYST <i>Shirley Scharosch</i>		(23) CLASSIFICATION <i>PMATT</i>		(24) NAME (Printed or Typed) Shirley Scharosch	(25) PHONE NUMBER (916) 324-3754
				(26) DATE SIGNED <i>10-7-08</i>	
<b>PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)</b>					
(27) SIGNATURE - AIRIM CONSULTANT <i>John E. Jarr</i>		(28) APPROVAL NUMBER <i>08-275</i>		(29) DATE SIGNED <i>10/17/2008</i>	(30) EXPIRATION DATE <i>10/17/2013</i>
<b>PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)</b>					
THE ATTACHED RECORDS RETENTION SCHEDULE					
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey</i>		(34) DATE SIGNED <i>Oct. 23, 2008</i>			



ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double space between items)	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
			<p><b><u>MISSION STATEMENT</u></b></p> <p>The Human Resources Branch is responsible for providing personnel services to employees and management which includes processing all documentation relating to appointments, separations, miscellaneous employment history changes, classification and pay, performance evaluation and standards, relating to the State Civil Service System.</p> <p><b><u>ADMINISTRATIVE RECORDS</u></b></p>								<p><b>Retention Authority:</b> For those records which have no reference as to a governing law or authority for the retention cited, the manager's authority applies (manager directly responsible for the records).</p> <p><b>Confidential Records:</b> All records flagged in Column 47 must be shredded at the time retention has expired. If the records are sent to the State Archives, the State Archives must maintain records flagged in Column 47 as confidential and shred at the time of disposal.</p>
1	15		Absence Requests (DTSC 1043)	P		1			1		Retain for one year.
2			Board of Control Claims/Correspondence	P	X	4		2	6		Retain for 4 years in-house and 2 years at SRC.
3			Chronological Files	P		2		3	5	XI	Retain for two years in-house and 3 years at SRC. Could contain confidential information. PRA 6254; IPA 1798.40
4			General Services Charge Card Inventory	M		*			*		* Retain until superseded.
5			Interview Documents	P		3			3	X	Includes applications, interview documents, answers, scores, etc. that are for positions applying in Human Resources. Each DTSC

08-275

ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS  (Double space between items)	MEDIA	VITAL	RETENTION				PRA (EXEMPT) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
6	↓		Policy and Procedures (Includes Guidance Documents)	P M		* +2			* +2		program would maintain their own Interview Document file. PRA 6254; IPA 1798.40  * Retain until superseded plus and additional two years in-house.
7			Subject Files	P		*			*		* Retain until no longer needed for reference purposes.
8	n/a		Weekly Report of Program Activities	M		*			*		* Retain until no longer needed for reference purposes.
			<b><u>CLASSIFICATION AND PAY UNIT</u></b>								
9	48		Adverse Action Files - Termination by Disciplinary Action (Resignation with Fault, AWOL)	P	X	*			*	XI	* Retain all cases involving termination by disciplinary action until after employee reaches age 70. PRA 6254; IPA 1798.40
10			Adverse Action Files - All other Adverse Actions & Corrective Actions not included above.	P	X	3			3	XI	Retain for three years or whatever is stipulated in the agreement. PRA 6254; IPA 1798.40
11			Class Specifications	P		*			*		* Retain until superseded.
12			Classification Histories	P		*			*	XI	* Retain until no longer needed for operation histories. Includes data on utilization, reallocation background, studies, etc. PRA 6254; IPA 1798.40

08-275

ITEM #	CUBIC FEET*		CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS  (Double space between items)	MEDIA	VITAL	RETENTION				PRA (EXEMPT) & IPA	REMARKS
							OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)		(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
13				Family & Medical Leave (FML)	P		3			3		Retain for 3 years.
14				Grievances	P	X	* +3			* +3	XI	* Retain until grievance is resolved. Retain for an additional three years in-house from date of resolution. Includes employee contracts & merit issues. PRA 6254; IPA 1798.40
15				Layoff Material	P		* +5			* +5	XI	* Retain until layoff is completed. Retain for an additional five years in-house. Includes official seniority list, layoffs and Notice of Transfer. PRA 6254; IPA 1798.40
16				Memorandums of Understanding (Bargaining Unit Contracts)	P		* +5			* +5		* Retain until superseded.
17				Report of Personnel Action (RPA) (DTSC 1058)	P	X	* +4		6	* +10	XI	* Retain as long as position exists and as needed for history purposes. Retain for an additional four years in-house and six years at SRC. Includes but is not limited to Duty Statements/Position Justification, Freeze Exemptions, Std. 625-Classification and/or Certification, Std. 651-Employee's Job Description.  PRA 6254; IPA 1798.40
18				Staffing Report	P		* +5			* +5		* Retain until superseded. Retain an additional five years in-house for position history.

ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double space between items)	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL	(EXEMPT)	
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
19	↓		Workers Compensation  <b>OFFICIAL PERSONNEL FILE</b> (Documents found within the Office Personnel File are listed below.)	P		* +2			* +2	XI	* Retain until settlement of the claim or closure of the case occurs. Retain for an additional two years in-house. PRA 6254; IPA 1798.40  Types of employee separations are listed below:  a. Resignation without fault, Voluntary Retirement, Rejection on Probation: Retain for five years from effective date of separation.  b. Layoff: Retain for five years from effective date of separation.  c. Disability Retirement, Terminal by Disciplinary Action, Resignation with Fault, AWOL. Retain until person reaches age 70.
20	50		Authorization to use Privately Owned Vehicle on State Business (Std. 261)	P		*			*	XI	* Retain until superseded or cancelled. PRA 6254; IPA 1798.40
21			Certification of Correction-Member Contribution and Collections Due (PERS-283)	P		* plus the years required for each type of separation as noted above.			* plus the years required for each type of separation as noted above.	XI	* Retain until employee separates from State service. Retain according to type of separation. PRA 6254; IPA 1798.40
22			Correspondence Relating to a Specific Employee	P		3			3		Retain no longer than three years from date of issue, giving due consideration to timeliness, relevance, and necessity.

ITEM #	CUBIC FEET*		CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double space between items)	MEDIA	VITAL	RETENTION				PRA (EXEMPT) & IPA	REMARKS
							OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)		(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
23				Declaration of Health Coverage (HBD 12A) (Filed with the Health Benefits Plan Enrollment Form - HBD 12)	P		*			*	XI	* Retain until superseded or cancelled. PRA 6254; IPA 1798.40
24				Dental Enrollment Plan Authorization (Std. 691)	P		*			*	XI	* Retain until superseded or cancelled. PRA 6254; IPA 1798.40
25				Dental Plan Direct Payment Authorization (Std. 696)	P		*			*	XI	* Retain until superseded or cancelled. PRA 6254; IPA 1798.40
26				Designation of Persons Authorized to Receive Warrants (Std. 243)	P	X	*			*	XI	* Retain until superseded or cancelled. PRA 6254; IPA 1798.40
27				Emergency Notification & Physicians Designation Form (DTSC 1224)	P		*			*	XI	* Retain until superseded or cancelled. PRA 6254; IPA 1798.40
28				Employee Action Request (copy) (Std. 686)	P		*			*	XI	* Retain until superseded. Then retain according to the type of separation. PRA 6254; IPA 1798.40
							plus the years required for each type of separation as noted above.			plus the years required for each type of separation as noted above.		
29				Employee Record (Std. 611)	P	X	*			*	XI	* Retain until employee separates from State

ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS  (Double space between items)	MEDIA	VITA L	RETENTION				PRA (EXEMPT) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
						plus the years required for each type of separation as noted above.			plus the years required for each type of separation as noted above.		service. Retain according to type of separation. PRA 6254; IPA 1798.40
30			Employee Transfer Data (Std. 612)	P	X	*			*	XI	* Retain until employee separates from State service. Retain according to type of separation. PRA 6254; IPA 1798.40
						plus the years required for each type of separation as noted above.			plus the years required for each type of separation as noted above.		
31			Examination and/or Employment Application (Std. 678)	P		*			*	XI	* Retain until employee separates from State service. Retain according to type of separation. PRA 6254; IPA 1798.40
						plus the years required for each type of separation as noted above.			plus the years required for each type of separation as noted above.		
32			Health Benefits Plan Enrollment Form (HBD 12)	P		*			*	XI	* Retain until superseded or cancelled. PRA 6254; IPA 1798.40
33			Health Benefits Plan for Direct Payment	P		*			*	XI	* Retain until superseded or cancelled.

ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double space between items)	MEDIA	VITAL	RETENTION				PRA (EXEMPT) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
			While on Nonpay Status (HBD 21)								PRA 6254; IPA 1798.40
34			Health Benefit Plan Health Statement Enrollment (HBD 38)	P		*			*	XI	* Retain until superseded or cancelled. PRA 6254; IPA 1798.40
35			Health Questionnaire/Medical Report (Std. 610 HQ)	P	X	* +5			* +5	XI	* Retain until employee separates from State service. Retain for an additional five years in-house after separation. Medical Report must be kept in a sealed envelope. PRA 6254; IPA 1798.40
36			Health Questionnaire (Std. 610)	P	X	* +5			* +5	XI	* Retain until employee separates from State service. Retain for an additional five years in-house after separation. Medical Report must be kept in a sealed envelope. PRA 6254; IPA 1798.40
37			Life Insurance Enrollment Authorization (Std. 698)	P		*			*	XI	* Retain until superseded or cancelled. After June 1990, enrollment became automatic for all non-represented employees who are eligible. PRA 6254; IPA 1798.40
38			Merit Salary Adjustment (PSD 609)	P		5			5	XI	Retain for five years. PRA 6254; IPA 1798.40
39			Military Service Declaration (Std. 912)	P		*			*	XI	* Retain until employee separates from State service. Retain according to type of separation. PRA 6254; IPA 1798.40
						plus the years required for each type of separation as			plus the years required for each type of separation as noted above.		



ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double space between items)	MEDIA	VITA L	RETENTION				PRA & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL	(EXEMPT)	
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
40			Notice of Change and/or Certification of Contribution Rate (PERS-155)	P		noted above. * plus the years required for each type of separation as noted above.			*	XI	* Retain until employee separates from State service. Retain according to type of separation. PRA 6254; IPA 1798.40
41			Notice of Personnel Action (NOPA)	P		*			*	XI	* Retain until superseded or cancelled. PRA 6254; IPA 1798.40
42			Oath of Allegiance/Permission To Work (Std. 689)	P	X	*			*	XI	* Retain until employee separates from State service. Retain according to type of separation. PRA 6254; IPA 1798.40
						plus the years required for each type of separation as noted above.			plus the years required for each type of separation as noted above.		
43			Oath of Office (Std. 688)	P	X	*			*	XI	* Retain until employee separates from State service. Retain according to type of separation. PRA 6254; IPA 1798.40
						plus the years required for each type of separation as noted above.			plus the years required for each type of separation as noted above.		

ITEM #	CUBIC FEET*		CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double space between items)	MEDIA	VITAL	RETENTION				PRA & IPA	REMARKS
							OFFICE	DEPT.	SRC	TOTAL	(EXEMPT)	
(37)	(38)		(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
44				Performance Appraisal/Individual Development Plan (Std. 637)	P	X	*			*	XI	* Retain until superseded. Exception: If there is evidence of possible adverse action, then retain for three years. PRA 6254; IPA 1798.40
45				PERS Beneficiary Designation (Std. 241 or PERS-BSD-241)	P	X	*			*	XI	* Retain until superseded or cancelled. PRA 6254; IPA 1798.40
46				Personnel Action Request (PAR) (Std. 680 & Std. 680A)	P		*			*	XI	* Retain until employee separates from State service. Retain according to type of separation. PRA 6254; IPA 1798.40
							plus the years required for each type of separation as noted above.			plus the years required for each type of separation as noted above.		
47				Physician Designation Form (DTSC 1224A)	P		*			*	XI	* Retain until superseded or cancelled. PRA 6254; IPA 1798.40
48				Report of Performance for Probationary Employee (Std. 636)	P	X	*			*	XI	* Retain first, second and final report until superseded by first Individual Development Plan (Std. 637). Exception: If there is evidence of possible adverse action, retain all three reports for three years plus current report. (Government Code 19365 permits adverse action within three years of cause.) PRA 6254; IPA 1798.40
49				Salary Range Justification (Same as Deep Class Substantiation - SPB)	P	X	3			3	XI	* Retain for three years or until audited by the State Personnel Board, whichever occurs first.

ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double space between items)	MEDIA	VITAL	RETENTION				PRA (EXEMPT) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
50			300-903)  State Service Reconciliation Forms/Cards	P	X	*			*	XI	PRA 6254; IPA 1798.40  * Retain until employee separates from state service. Then retain according to type of separation. PRA 6254; IPA 1798.40
						plus the years required for each type of separation as noted above.			plus the years required for each type of separation as noted above.		
51			Subject to Proper Placement Letter	P	X	*			*	XI	* Retain until employee separates from State service. Exception: If the State Personnel Board Medical Officer or his/her designee determines that employment restrictions no longer apply, the letter shall be destroyed. Note: Medical records must be kept in a sealed envelope.
											PRA 6254; IPA 1798.40
52	65		<u>TRANSACTIONS UNIT</u>  Accident Report (Std. 268) (other than motor vehicles)	P	X	*			*	XI	* Retain until settlement of the claim or closure of the case is completed. PRA 6254; IPA 1798.40
53			Attendance Report (Payroll & Leave Usage) (Std. 672)	P		5			5	XI	Retain for five years or until audited, whichever occurs first. PRA 6254; IPA 1798.40
54			Authorization for Extra Hours Cash Overtime (Std. 682)	P		5			5	XI	Retain for five years or until audited, whichever occurs first. PRA 6254; IPA 1798.40

ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS  (Double space between items)	MEDIA	VITAL	RETENTION				PRA (EXEMPT) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
55			Authorization for Extra Hours Overtime for Comp. Time Off (Std. 682)	P		3			3	XI	Retain for three years or until audited, whichever occurs first. PRA 6254; IPA 1798.40
56			Catastrophic Leave (Includes Catastrophic Leave Donation Request - DTSC 1062B and Catastrophic Leave Request - DTSC 1062A)	P		2			2		Retain for two years from the end of the pay period involved.
57			Certification of Eligibles - No Names Certified (Std. 664)	P		3			3		Retain for three years or until audited by the State Personnel Board, whichever occurs first.
58			Certification of Eligibles - Names Certified (Std. 664)	P		3			3	XI	Retain for three years for audit/legal/court purposes. PRA 6254; IPA 1798.40
59			Change in Established Position (Std. 607)	P		4			4		Retain for four years or until audited, whichever occurs first.
60			Change in Payroll Header (Std. 407)	P	X	4			4		Retain for four years or until audited, whichever occurs first.
61			Employee Action Request (Std. 686)	P		6 mo.			6 mo.	XI	Retain for a period of no less than six months following the close of the fiscal year in which the data was key entered to the State controller's Employment History Data Base. PRA 6254; IPA 1798.40
62			Established Position Record - Permanent	P	*				*		* Retain until permanent position is abolished or

08-275

ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double space between items)	MEDIA	VITAL	RETENTION				PRA (EXEMPT) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
63			(Std. 608)  Established Position Record - Temp (Std. 608A)	P	+2	*			+		reclassified. Retain for an additional two years in-house from end of fiscal year involved.
						+2			+2		* Retain until record (temporary) position is abolished or reclassified. Retain for an additional two years in-house from end of fiscal year involved.
64			Industrial Disability Leave (IDL) Files - Non Toxic	P		*			*	XI	* Retain until case is settled or case is closed. Then retain for an additional two years in-house. Retention of files is done on a case by case basis.
						+2			+2		PRA 6254; IPA 1798.40
65			Industrial Disability Leave (IDL) Files - Toxic	P	X	*			*	XI	* Retain until case is settled or closed. PRA 6254; IPA 1798.40
						+2			+2		
66			Industrial Disability Benefits Information (Std. 619)	P	X	*			*	XI	* Retain until superseded. PRA 6254; IPA 1798.40
						+2			+2		
67			Injury & Illness Report	P		5			5		Retain for five years.
68			Miscellaneous Deduction Change Report (Std. 650)	P		2			2	XI	Retain for two years from end of pay period involved. PRA 6254; IPA 1798.40
69			Miscellaneous Payroll/Leave Actions (Std. 671)	P		5			5	XI	Retain for five years. PRA 6254; IPA 1798.40

ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double space between items)	MEDIA	VITA L	RETENTION				PRA (EXEMPT) & IPA (47)	REMARKS (48)
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
70			Non-Industrial Disability (DE 8501)	P	X	* +5			* +5	XI	* Retain until case is settled or closed. Retain for an additional five years in-house. PRA 6254; IPA 1798.40
71			Occupational Safety & Health Administration (OSHA)	P		5			5	XI	Retain for five years following the year involved. Includes the following: Log of Work Related Injuries & Illness (300) Summary of Work Related Injuries & Illness Injury & Illness Incident Report (301) PRA 6254; IPA 1798.40
72			Payroll Adjustment Notice (Std. 674)	P	X	5			5	XI	Retain for five years from pay period involved. PRA 6254; IPA 1798.40
73			Payroll Warrant Register (CD 38)*	P	X	4			4	XI	Retain for two years from end of pay period involved. Retain two more years in-house or until audited. PRA 6254; IPA 1798.40
74			Personnel Action Request (Std. 680 & 680A) (Specialist drawer)	P	X	*			*	XI	* Retain until status changes and new turnaround is received. PRA 6254; IPA 1798.40
75			Personnel Action Request (Std. 680 & 680A) (Original keyed on-line)	P		6 mo			6 mo	XI	Retain for a period of no less than six months following the close of the fiscal year in which the data was entered on the employment History Data Base. PRA 6254; IPA 1798.40
76			Report of Absence Without Pay (Std. 603)	P		5			5	XI	Retain for five years from pay period involved. PRA 6254; IPA 1798.40

ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS  (Double space between items)	MEDIA	V I T A L	RETENTION				PRA (EXEMPT) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
77			Report of Exceptions (CD 66)	P		5			5	XI	* Retain for two years from end of pay period involved. Retain two more years or until audited. PRA 6254; IPA 1798.40
78			Report of Extra Hours To Be Paid (Std. 673)	P		5			5	XI	Retain for five years from pay period involved. PRA 6254; IPA 1798.40
79			Report of Occupational Injury or Illness (SCIF 3067)	P	X	* +2			* +2	XI	* Retain until settlement of claim or closing. Retain for two additional years. PRA 6254; IPA 1798.40
80			Salary Garnishment (Std 639)	P	X	* +4			* +4	XI	* Retain until garnishment is satisfied. Retain for four years from end of pay period involved or until audited, whichever occurs first. PRA 6254; IPA 1798.40
81			Separation, Disposition of CalPERS Contributions (Std. 687)	P		6 mo.			6 mo.	XI	Retain for a period of no less than six months following the close of the fiscal year in which the data was key entered to the State Controller's Employment History Data Base. PRA 6254; IPA 1798.40
82			Standard Clearance and Waiver (Std. 616) (Filed with Certification of Eligibles - Std.	P	X	3			3	XI	* Retain for three years or until audited by the State Personnel Board, whichever occurs first. PRA 6254; IPA 1798.40
83			Subpoenaed Records Request Files	P		3			3	XI	PRA 6254; IPA 1798.40

ITEM #	CUBIC FEET*	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS  (Double space between items)	MEDIA	VITAL	RETENTION				PRA (EXEMPT) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
84	n/a		<b><u>ELECTRONIC MAIL (E-MAIL)</u></b> E-Mail Records (classified as official records.	M							E-mail records that are classified as official records are subject to the individual department's records retention schedules and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-mail message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the appropriate retention schedule as a separate series of records.
85	n/a		E-Mail Records (transitory)	M							Transitory E-mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge. Destroy transitory e-mails when they have served their purpose.
			<b><u>NOTE:</u></b> <b><u>RECORDS MANAGEMENT</u></b> Records Management type records such as Records Retention Schedules, Records Transfer Lists, State Record Center Reference Requests, Reports on Records Management, Authorization for Records Destruction, etc., are maintained in Contracts and Business Management Branch as the official file copy. Copies that the program maintains on these types of records are								



[illegible]

**SUMMARY OF RECORDS RETENTION SCHEDULE (RRS) CHANGES  
FOR  
HUMAN RESOURCES**

The new RRS # DTSC 08-04 replaces RRS # DTSC 99-03, DGS approval # 99-234

<b>OLD RRS # DTSC 99-03 DGS # 99-234 HUMAN RESOURCES</b>	<b>NEW RRS # DTSC 08-04 HUMAN RESOURCES</b>
	<b>08-275</b>
Item # 1	Item # 2
Item # 2	No longer shown on schedule. Originals maintained in Office of Legal Services.
Item # 3	No longer shown on schedule. Exams Unit is no longer part of Human Resources.
Item # 4	No longer shown on schedule. Exams Unit is no longer part of Human Resources.
Item # 5	No longer shown on schedule. Exams Unit is no longer part of Human Resources.
Item # 6	Item # 4
Item # 7	No longer shown on schedule. Originals maintained in Contracts and Business Management Branch.
Item # 8	No longer shown on schedule. Originals maintained in Contracts and Business Management Branch.
Item # 9	Item # 17
Item # 10	No longer shown on schedule. Central File Unit no longer exists. See Item # 17.
Item # 11	Item # 18
Item # 12	Item # 7
Item # 13	Item # 9
Item # 14	Item # 10
Item # 15	Item # 12
Item # 16	Item # 11
Item # 17	Item # 14
Item # 18	Item # 15
Item # 19	Item # 16
Item # 20	Item # 3
Item # 21	Item # 6
Item # 22	Item # 19
Item # 23	No longer shown on schedule. Exam Unit is no longer part of Human Resources.
Item # 24	No longer shown on schedule. Exam Unit is no longer part of Human Resources.
Item # 25	No longer shown on schedule. Exam Unit is no longer part of Human Resources.
Item # 26	No longer shown on schedule. Exam Unit is no longer part of Human Resources.
Item # 27	No longer shown on schedule. Exam Unit is no longer part of Human Resources.
Item # 28	No longer shown on schedule. Exam Unit is no longer part of Human Resources.
Item # 29	No longer shown on schedule. Exam Unit is no longer part of Human Resources.
Item # 30	No longer shown on schedule. Exam Unit is no longer part of Human Resources.
Item # 31	No longer shown on schedule. Exam Unit is no longer part of Human Resources.
Item # 32	No longer shown on schedule. Exam Unit is no longer part of Human Resources.
Item # 33	No longer shown on schedule. Exam Unit is no longer part of Human Resources.
Item # 34	No longer shown on schedule. Exam Unit is no longer part of Human Resources.
Item # 35	No longer shown on schedule. Exam Unit is no longer part of Human Resources.
Item # 36	No longer shown on schedule. Exam Unit is no longer part of Human Resources.

**SUMMARY OF RECORDS RETENTION SCHEDULE (RRS) CHANGES  
FOR  
HUMAN RESOURCES**

The new RRS # DTSC 08-04 replaces RRS # DTSC 99-03, DGS approval # 99-234

<b>OLD RRS # DTSC 99-03 DGS # 99-234 HUMAN RESOURCES</b>	<b>NEW RRS # DTSC 08-04</b>  <div style="text-align: right; font-size: 1.5em; font-weight: bold;">08-275</div> <b>HUMAN RESOURCES</b>
Item # 37	No longer shown on schedule. Exam Unit is no longer part of Human Resources.
Item # 38	No longer shown on schedule. Exam Unit is no longer part of Human Resources.
Item # 39	No longer shown on schedule. Exam Unit is no longer part of Human Resources.
Item # 40	No longer shown on schedule. Exam Unit is no longer part of Human Resources.
Item # 41	No longer shown on schedule. Exam Unit is no longer part of Human Resources.
Item # 42	No longer shown on schedule. Exam Unit is no longer part of Human Resources.
Item # 43	No longer shown on schedule. Originals maintained on Contracts and Business Management Branch.
Item # 44	No longer shown on schedule. Originals maintained on Contracts and Business Management Branch.
Item # 45	No longer shown on schedule. Originals maintained on Contracts and Business Management Branch.
Item # 46	No longer shown on schedule. Originals maintained on Contracts and Business Management Branch.
Item # 47	No longer shown on schedule. Originals maintained on Contracts and Business Management Branch.
Item # 48	Item # 52
Item # 49	Item # 53
Item # 50	Item # 53
Item # 51	No longer shown on schedule.
Item # 52	Item # 54
Item # 53	Item # 55
Item # 54	Item # 60
Item # 55	Item # 59
Item # 56	Item # 57
Item # 57	Item # 58
Item # 58	Item # 61
Item # 59	No longer shown on schedule. Official copies maintained in Fiscal Systems.
Item # 60	Item # 62
Item # 61	Item # 63
Item # 62	Item # 64
Item # 63	Item # 65
Item # 64	Item # 66
Item # 65	Item # 38
Item # 66	Item # 68
Item # 67	Item # 69
Item # 68	Item # 70
Item # 69	Item # 70
Item # 70	Item # 20-51
Item # 71	Item # 20
Item # 72	Item # 21

**SUMMARY OF RECORDS RETENTION SCHEDULE (RRS) CHANGES  
FOR  
HUMAN RESOURCES**

The new RRS # DTSC 08-04 replaces RRS # DTSC 99-03, DGS approval # 99-234

**08-275**

<b>OLD RRS # DTSC 99-03 DGS # 99-234 HUMAN RESOURCES</b>	<b>NEW RRS # DTSC 08-04 HUMAN RESOURCES</b>
Item # 73	Item # 22
Item # 74	Item # 23
Item # 75	Item # 24
Item # 76	Item # 25
Item # 77	Item # 26
Item # 78	Item # 27
Item # 79	Item # 28
Item # 80	Item # 29
Item # 81	Item # 30
Item # 82	Item # 31
Item # 83	Item # 32
Item # 84	Item # 33
Item # 85	Item # 34
Item # 86	Item # 35
Item # 87	Item # 36
Item # 88	No longer on schedule. Maintained by Industrial Hygiene.
Item # 89	Item # 37
Item # 90	Item # 39
Item # 91	Item # 41
Item # 92	Item # 40
Item # 93	Item # 43
Item # 94	Item # 42
Item # 95	Item # 45
Item # 96	Item # 44
Item # 97	Item # 48
Item # 98	Item # 49
Item # 99	Item # 50
Item # 100	Item # 51
Item # 101	Item # 73
Item # 102	Item # 72
Item # 103	Item # 74
Item # 104	Item # 75
Item # 105	Item # 77
Item # 106	Item # 79
Item # 107	Item # 76
Item # 108	Item # 78

SUMMARY OF RECORDS RETENTION SCHEDULE (RRS) CHANGES  
FOR  
HUMAN RESOURCES

Page 21 of 21 Pages

The new RRS # DTSC 08-04 replaces RRS # DTSC 99-03, DGS approval # 99-234

OLD RRS # DTSC 99-03 DGS # 99-234 HUMAN RESOURCES	NEW RRS # DTSC 08-04 HUMAN RESOURCES	08-275
Item # 109	No longer shown on schedule. Original maintained is Accounting.	
Item # 110	Item # 80	
Item # 111	Item # 82	
Item # 112	Item # 83	